

**GWENDOLEN HOUSE DROP-IN CRÈCHE**

**PARENTAL AGREEMENT FORM**

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| **CHILD’S DETAILS** | | | | |
| **Child’s Name:** |  | | | |
| **Date of Birth:** |  | | | |
| **Address:** |  | | | |
| **Postcode:** |  | | | |
| **Ethnicity – please select:** | | | | |
| **White –** | |  | **Mixed/Multiple ethnic groups –** |  |
| Irish/British | |  | White and Asian |  |
| English/Welsh/Scottish/Northern | |  | White and Black Caribbean |  |
| Gypsy or Irish Traveller | |  | White and Black African |  |
| Any other White background | |  | Any other Mixed/Multiple ethnic background |  |
| **Asian/Asian British –** | |  | **Black/African/Caribbean/Black British –** |  |
| Asian British | |  | Black British |  |
| Pakistani | |  | African |  |
| Indian | |  | Arab |  |
| Bangladeshi | |  | Caribbean |  |
| Chinese | |  | Any other Black/African/Caribbean background |  |
| Any other Asian background | |  | **Any other ethnic group** |  |

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| **CONTACT DETAILS** | |
| **Mother’s name:** |  |
| Address ( if different from above): |  |
| Postcode: |  |
| Home: |  |
| Work: |  |
| Mobile: |  |
| E-mail address: |  |
| **Father’s name:** |  |
| Address ( if different from above): |  |
| Postcode: |  |
| Home: |  |
| Work: |  |
| Mobile: |  |
| E-mail address: |  |

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| **EMERGENCY CONTACT DETAILS** |
| We require details of another adult whom we may contact in an emergency in the event of both parents being unavailable.  Please ask your nominated emergency contact to complete the **Emergency Contact Consent Form** (which can be printed from the Parents’ Section of the Gwendolen House website [www.gwendolenhouse.com](http://www.gwendolenhouse.com)) providing their consent for the Nursery to retain their personal information. |

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| **MEDICINES, SICKNESS AND EMERGENCY MEDICAL ATTENTION** | |
| **General Practitioners Details:** | |
| G.P.’s name: |  |
| Address: |  |
| Postcode: |  |
| Telephone No: |  |

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| **EXCLUSION FROM THE DROP-IN CRÈCHE DUE TO SICKNESS:** |
| 1. Any child who has been sent home from the Drop-In Crèche because of ill health will not be re-admitted until such time as the risk of cross infection has passed and in accordance with the exclusion period relating to any specific illnesses as set out in the Nursery’s Common Illnesses Booklet which can be found on the Gwendolen House website. 2. Staff are not permitted to administer any medication except where it has been prescribed by a doctor for the current illness and for the specific child. You will be required to enter a record of this in the Medicine Book. |
| **EMERGENCY MEDICAL ATTENTION:** |
| 1. This agreement acts as authority for the staff to take your child to hospital in the event of an emergency, and for him/her to be examined, treated and admitted where necessary. 2. In the unfortunate event that your child should suffer any injury or display symptoms that causes us alarm, we will call the ambulance service and then notify you. 3. If there is any reason why you would not wish your child to receive certain medical treatment, this should be provided in writing to the Crèche Manager, by emailing [info@gwendolenhouse.com](mailto:info@gwendolenhouse.com), so we can keep this with your child’s records. 4. We will follow the advice of the medical professionals in relation to any action that they recommend needs to be taken, unless you have specifically instructed us to the contrary in accordance with 3 above. |

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| **PERMISSIONS HEREBY GRANTED:** |
| 1. Should your child become unwell whilst at the Drop-In Crèche , should the staff feel it is necessary for your child’s well being in order to lower a high temperature prior to your being collected, you hereby give permission for Calpol to be administered as a short-term measure.      1. You hereby give permission in relation to the circumstances set out in the Photograph Permission section set out below. 2. You hereby give permission to the Privacy Notice referred to below which refers to how Gwendolen House collects your personal information, with whom it is shared, how long it is retained and your statutory rights regarding this information. 3. From time to time we use Vaseline and / or Sudocrem, on the children, as necessary. If you do not wish your child to have these then please send a letter to the Crèche Manager to that effect. 4. If you wish your child to use a different cream to any of those specified above you must supply this for the Crèche to use for your child together with written permission to the Crèche for the use of this specific product. |

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| **DROP-OFF AND COLLECTION ARRANGEMENTS** |
| **Drop Off:** You may bring your child to the Drop-In Crèche 5 minutes prior to the start of the sessions booked.  **Collection:** You must collect your child at the end of the sessions that you have booked. |

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| **LATE COLLECTIONS:** |
| 1. Please ensure that you notify the Drop-In Crèche if you might be late in collecting your child. You can do so by calling 07442507429 or calling the Gwendolen House office at 0208 704 1107. 2. If you are later than five minutes from the time that you are due to collect, it will be necessary to pay a late fee of £5 per 15 minutes (or part thereof) of lateness. This will need to be paid at the time of collection or will be debited from the credit on your fee package. |

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| **COLLECTION BY OTHERS:** |
| 1. Children may not be collected by anyone under the age of 16 years of age. 2. If, for any reason, collection arrangements are changed, authority must be provided by the parent(s)/main carer(s) by e-mail to [info@gwendolenhouse.com.](mailto:info@gwendolenhouse.com) If this authority is not received in advance of collection, staff will not be permitted to hand over your child to anyone other than a parent. 3. The management of day-to-day issues relating to collection and attendance are at the discretion of the Crèche Manager (or designated deputy). |
| **ABSENCES FROM DROP-IN CRÈCHE** |
| 1. In the event of your child’s absence from the Drop-In Crèche (for example due to illness, or any other reason), kindly inform us as soon possible by sending an email to [info@gwendolenhouse.com.](mailto:info@gwendolenhouse.com) 2. If you are not able to cancel your booking within the requisite time (no later than 3 pm one working day prior to the session(s) that you wish to cancel), then refunds are not available in these circumstances. |

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| **FEES** |
| 1. All fees are payable at the time of booking by visiting our website at [www.gwendolenhouse.com/creche/bookings](http://www.gwendolenhouse.com/creche/bookings). 2. The rate of fee charged may change from time to time and you will be given two months’ prior notice of any such changes. 3. Fees relating to cancellations: Please see above (Absences from Drop-In Crèche, point 2) |
| **PHOTOGRAPH PERMISSION** |
| We will occasionally take photographs and video recordings of the children during daily activities, which will be displayed on our website.  Please bear in mind that:   1. these images may be included in some of the promotional material for the Drop-In Crèche; 2. students undertaking training may take photographs and videos of activities for their portfolios; 3. your child’s image might be included in photographs and videos that we share with other families in the Crèche.   In view of the above, if you prefer for your child’s image to be excluded from any of the above scenarios, then please send a letter to the Crèche Manager to that effect. |

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| **DROP-IN CRÈCHE POLICIES AND PROCEDURES AND OTHER BINDING TERMS** |
| Please refer to the Gwendolen House Policies and Procedures accessible on the Gwendolen House website [(www.gwendolenhouse.com)](http://www.gwendolenhouse.com/) for further information on various other aspects relating to the  Drop-In Crèche operation and how we manage your child’s welfare.  Please refer to the Gwendolen House Nursery Data Protection Privacy Notice in the Nursery Policies and Procedures for details of how and why Gwendolen House collects your personal information, with whom it is shared, how long it is retained and your statutory rights regarding this information.  By counter-signing this Parental Agreement, you are giving your consent to the holding and processing of your personal data by the Nursery in accordance with this Data Protection Privacy Notice.  Please note that the Gwendolen House terms and conditions and Policies and Procedures are reviewed from time to time and you will be bound by any such revisions. |

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**Parent signature**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent signature**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Attached: Emergency Contact Consent Form